



REGISTRATION INSTRUCTIONS

Subscription Outreach Service (SOS) California State Contracts Register (CSCR)

The DGS Procurement Division is the State of California's central purchasing agency. The Procurement Division uses various purchasing options that serve the buying needs of California's state and local agencies. Subscribe online to receive the State's competitive bid opportunities delivered to your email or fax.

New User Registration

1. Go to our website at <http://www.dgs.ca.gov/pd>
2. Click on the **Contracts Register & SOS** button in the center of the page.
3. On the right-hand side of the page, click on **New Users**.
4. Click on **Non-Government User Online Registration System**.
5. Complete all applicable items. Note that items marked with a red asterisk (*) are mandatory, and must be filled in.
6. When finished, click on **Submit**.
7. After receiving your confirmation page you should print and file it in a secure place for future reference (in case you forget your password).
8. Click on **Subscription Outreach Service or Contractor Advertisements** located at the bottom of the page.

Create Your Subscription Profile

Creating a profile tells the system the type of contracts and solicitation you are interested in receiving. **To Create a Profile:**

1. Before beginning, you must have already followed the steps above to register your user name and password.
2. Log in and select **Subscription Outreach Service**.
3. Click on **Create New SOS Profile**, then proceed through the four step process.
4. When you have completed all four steps, click on the **Finished** button.

You should now begin receiving solicitations as you have instructed in your custom-made profile. **Note:** Be aware that the fax option requires that you have paper stocked in your fax machine (If you run out of paper you may not receive transmissions).

Internet Training Handouts

For questions, call Marc Anderson at (916) 375-4582; email at marc.anderson@dgs.ca.gov
Or call Carol Loscutt at (916) 375-4583; email at carol.loscutt@dgs.ca.gov